



Transportation

CARGO MOVEMENT

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This instruction implements AFPD 24-2, *Preparation and Movement of Air Force Materiel*. It assigns responsibilities and provides guidance and procedure on the planning, documentation, funding, and other actions associated with the movement of Air Force cargo in both peace and wartime. Foreign country laws or agreements may limit the applicability of this instruction. The objectives of this instruction are to empower traffic management officers (TMO) with authority and responsibility to meet the cargo movement needs of their customers, to identify references, and to provide necessary procedural guidance. Attachment 1 lists references, abbreviations, acronyms, and terms used in this instruction.

SUMMARY OF REVISIONS

This revision clarifies previous language, discusses carrier financial concession for late delivery (paragraph 2.2.3); clarifies assignment of transportation priority (paragraph 3.1); adds information on commercial time standards (paragraph 3.2); incorporates policy change on acceptance of piece count from base supply (paragraph 4.1.2); advises that carrier selection should be made by Best Value (paragraph 4.7); directs that commercial vehicles moving aircraft engines must have air ride tractors and trailers (paragraph 4.13); clarifies CBL payment procedures (paragraph 5.4); permits the use of the air manifest for all military air shipments (paragraph 7.1); adds procedures on the movement of classified shipments via General Services Administration (GSA) contract carrier (paragraph 7.8); clarifies use of Department of Transportation (DOT) exemptions and revises the requirement for submission of usage data (paragraph 8.9 and 8.9.1); clarifies the responsibilities of the Water Port Logistics or Liaison Office (paragraph 12.2.1, 12.2.2, and 12.2.3); adds the requirement for forecasting cargo movement (paragraph 12.5); adds chapter 13, Lean Logistics; clarifies purpose of different stock fund codes (paragraph A2.1.7); updates transportation account codes (TACs) in table A3.1; updates functional addresses and publication references; updates the overall Logistics support term to "Lean Logistics" and identifies "Two-Level Maintenance" as a program within Lean Logistics; and deletes reference to QUICKTRANS. A ★ indicates revisions from the previous edition.

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Chapter 1

TRAFFIC MANAGEMENT RESPONSIBILITIES

1.1. Major Command (MAJCOM) Responsibilities. Directors of Transportation ensure subordinate TMO have sufficient resources and guidance available to meet their requirements. MAJCOM's may publish supplements to this instruction.

1.2. Traffic Management Officers (TMO) Responsibilities. TMOs are the single-manager for all of their installation's freight movements. They make sound traffic management decisions based on law, official agreements, Air Force policy, appropriate guidance and sound business practices. They must use initiative to meet the cargo movement needs of their customers and to provide sound transportation advice. TMOs must:

- Organize, program, and manage transportation resources.
- Appoint transportation agents (when necessary).
- Approve on-base commercial carrier accounts and pick-up points.
- Obtain obligation authority and obligate funds for authorized materiel movements.

1.3. Other Personnel Responsibilities. Traffic management office personnel, transportation agents and others appointed by the TMO, engaged in the shipment or receipt of materiel, must comply with appropriate law, DoD and Air Force policy, official agreements, guidance, direction, established procedure, and sound business practices.

Chapter 2

TRANSPORTATION FUNDING

2.1. Funding Categories. The TMO uses the correct funding category for movement of Air Force cargo. See attachment 2, for categories and responsibilities information.

2.2. Funding Identification. The TMO identifies shipment funding responsibility by assignment of a Transportation Account Code (TAC) or an Abbreviated Transportation Accounting Classification (ATAC) (see attachment 3). The TAC is a 4-position alpha or numeric code that identifies the account to pay for movements within the defense transportation system (Air Mobility Command (AMC), Military Sealift Command (MSC), and Military Traffic Management Command (MTMC) port handling.) The ATAC is a 7-position alpha or numeric code that identifies the account to pay for movements by Government or Commercial bills of lading. The complete appropriation (fund cite) is used on bills of lading when local funds are used.

★2.2.1. The TMO must use the TAC on the DD Form 1348-1A, **Issue Release/Receipt Document**, as printed by the Standard Base Supply System (SBSS). If SBSS does not print a TAC on the form, the TMO normally must fund the shipment, unless a fund cite is provided by the requisitioner or consignee. Occasionally, the TMO must construct a TAC using Department of Defense (DoD) 4500.32-R, volume II, *MILSTAMP Transportation Account Codes (TACs)*, February 1987, with Changes, in conjunction with the fiscal year accounting classification letters published by HQ AFMC/FMR and distributed to each MAJCOM/LGT, who should pass them on to subordinate activities. Attachment 3 provides a quick reference to determine proper TAC assignment.

★2.2.2. The TMO constructs an ATAC by using the TAC identified on the DD Form 1348-1A and adding the last number of the fiscal year, and either a "2" for air the digit provided by HQ AFMC/FMRD guidance. Full procedures for TAC to ATAC conversions are in MILSTAMP, volume II, chapter 3. shipments or a "3" for surface shipments, and finally, adds

★2.2.3. Some carriers, particularly small package express carriers, offer financial concessions for shipments which are not delivered within time standards. This offering, if any, is contained in the Service Guide published by the carrier, and may be supported in the tender-of-service or contract. The TMO must determine if origin shipments are delivered, or offered for delivery, in accordance with agreed-to time standards. Delivery information may be acquired from carrier management reports or other means. Claims are to be filed with the carrier for any offered financial concession following the procedures in the Service Guide. The carrier will provide the Service Guide upon request.

Chapter 3

TRANSPORTATION PRIORITY AND MODE ELIGIBILITY

★3.1. **Transportation Priority Assignment.** Air Force cargo shipments are transportation priority (TP) *Expedite*: TP-1 or TP-2, or *Routine*: TP-3. The shipment planner assigns the transportation priority based on the Required Delivery Date (RDD)

code printed by the SBSS on DD Form 1348-1A for shipments processed in accordance with DoD 4000.25-1-M, *Military Standard Requisitioning and Issue Procedures (MILSTRIP)*, May 1987, with Changes 1 through 8, and for non-MILSTRIP shipments based on shipment circumstances.

★3.1.1. Assign TP-1 (*Expedite*) to MILSTRIP shipments when the RDD block of the DD 1348-1A contains code 999, or a Non Mission Capable Supply (NMCS) or Mission Capable (MICAP) code. TP-1 may be assigned to other intra-CONUS or intra-theater shipments that have 2 days or less remaining on the RDD, or for international or inter-theater shipments when 7 days or less remains from the RDD when the materiel is received by Transportation. TP-2 (*Expedite*) is assigned when the RDD code is 777, 555 or 444, or an actual RDD is more than 2 but less than 5 days from the time the shipment is received by Transportation for intra-CONUS or intra-theater, or more than 7 days but less than 22 days for inter-theater destinations. The TMO may require written justification for assignment of TP-1 or TP-2 to non-MILSTRIP shipments.

- RDD code 999 identifies shipments having the most urgent need. It is assigned to NMCS materiel with a supply priority designator of 01-03, and consigned to US Forces overseas and CONUS forces alerted for deployment within 30 days of the requisition date. Code 999 may not be applied to Foreign Military Sales (FMS), Military Assistance Program (MAP) grant aid, or to retrograde movements (other than aircraft engines). Take every action to prevent abuse of this identifier.

3.1.2. TP-3 (*Routine*) is assigned to MILSTRIP and non-MILSTRIP shipments which do not have a valid expedite indicator in the RDD field.

★3.2. **Cargo Movement Time Standards.** The TMO must move shipments to destination within time standards shown in DoD 4140.1-R, *DoD Materiel Management Regulation*, Chapter 5, Part F, *Uniform Materiel Movement and Issue Priority System (UMMIPS)*. Air Force retrograde time standards are in attachment 5. Time standards for small package express carriers are as shown in each carriers Service Guide. Use the shorter standard between UMMIPS and the carrier service guide.

- The TMO moves TP-1 (*Expedite*) shipments coded 999, NMCS, or MICAP, and only TP-2 coded as Lean Logistics/Two-Level Maintenance (LL/2LM), to the consignee as fast as possible by traceable means without regard to specific time standards. "Traceable means" requires intransit visibility during movement, not traceable after the fact. OF 81, **999 Label**, is attached to the outer container of 999 shipments during the labeling process.

★3.3. **Mode Eligibility.** When AMC airlift cannot meet the delivery requirement, the TMO may move international shipments coded 999, NMCS, MICAP, or LL/2LM door-to-door via a Civil Reserve Air Fleet (CRAF) commercial air express small package carrier. Airlift of non-DBOF *Expedite* shipments may be constrained by funding availability.

3.3.1. Shipments coded 777 or 555 normally move between CONUS and overseas via the AMC airlift system.

3.3.2. Ship TP-3 (*Routine*) via surface modes. Air mode is permissible when the air cost is less than the surface cost, or when accepted as deferred air freight (commonly known as "TP4").

3.4. **Personal Property and Direct Procurement Method.** Exempt such shipments from these procedures. See DoD 4500.34-R, *Personal Property Traffic Management Regulation*, October 1991, for process and movement requirements.

Chapter 4

SHIPMENT PROCESSING AND MOVEMENT

★4.1. **Overview.** The TMO must process the movement through shipment planning and other traffic management actions to move materiel at the lowest cost consistent with the requirement. Their actions result in the planning, packing, documentation, and physical movement of the materiel to destination. TMO actions require interface with base supply and military or civilian carriers. These procedures implement and enhance the detailed instructions contained in DoD 4500.32-R, MILSTAMP, for all shipments, and DoD 4500.9-R, Defense Transportation Regulation (DTR), Part II, Cargo Movement, for shipments when any portion of the movement is in CONUS, and apply to all originating, terminating, and intransit cargo at Air Force activities.

4.1.1. The TMO processes two types of shipments:

- MILSTRIP shipments processed through the SBSS.
- Non-MILSTRIP shipments not processed through the SBSS.

★4.1.2. TMO action begins for MILSTRIP shipments when documentation and materiel are received from supply. Transportation and supply should coordinate on procedures to schedule materiel for consolidation prior to transfer of the item to transportation. The TMO in-checker may accept originating base supply materiel as documented. A piece count is not

required unless the materiel is classified, hazardous, pilferable, hi-value, 999/NMCS/MICAP, or if it is obvious that the count is different than documented. An electronic signature for materiel will be used where capability exists.

★4.1.3. Non-MILSTRIP shipment processing begins when activities offer a shipment to transportation by other than the SBSS. TMOs must establish local procedures for non-MILSTRIP offerings to ensure only authorized materiel moves at DoD expense.

★4.2. **Shipment Planning.** Shipment planners determine item characteristics, such as transportation priority, lean logistics, destination, size, special handling needs, funding, consolidation potential, national motor freight classification, required clearances, and any embargo. They use this information to move the materiel to destination at the lowest cost consistent with the requirement. Assign a Transportation Control Number (TCN) to every shipment. See attachments 2, 4, and 6, for non-MILSTRIP shipments.

4.2.1. The shipment planner uses DD Form 1348-1A as the shipment planning worksheet for MILSTAMP shipments. Shipment planners may use DD Form 1149, **Requisition and Invoice/Shipping Document**, and occasionally the DD Form 250, **Materiel Inspection and Receiving Report** for Non-MILSTRIP shipments.

4.2.2. The shipment planner must determine:

- Transportation priority, as stipulated in chapter 3.
- Destination.
- Movement time standards.
- Special handling needs for classified, hazardous, etc. See chapter 7.
- Shipment funding and TAC or fund cite assignment. See chapters 2 and 5, and attachments 2 and 3.
- Appropriate National Motor Freight Classification (NMFC) number or Freight All Kinds (FAK) code. (See *MTMC Freight Traffic Rules Publication No. 1A*, etc.)
- The NMFC or FAK code affects the cost to move materiel. The SBSS normally prints the NMFC in block 6 of the DD Form 1348-1A. The type cargo code, used with the NMFC, is printed in block 8. Serviceable materiel type cargo codes may not apply if the item is unserviceable.
- FAK consists of those commodities which carriers offer to transport at one inclusive rate or charge regardless of their NMFC classification rating or their differing transportation characteristics. FAK is often used with MILSTRIP shipments and is normal for non-MILSTRIP movements.
- If State highway permits are required, see chapter 10.
- Clearance into air and water terminals, see chapter 6.
- If embargoes or delivery restrictions exist. See the *Transportation Facilities Guide*(TFG) volumes to the *Defense Traffic Management Regulation* (DTMR).
- If it is best to consolidate the shipment with other materiel, or to ship it separately.

4.3. **Packing, Marking, and Labeling.** Pack, mark, and label the shipment in accordance with appropriate special packaging instructions, AFI 24-202, *Preservation and Packing*, MIL-STD-129, *Marking and Packaging Standard*, and other appropriate guidance.

4.4. **Shipment Consolidation.** Consolidate shipments to the extent possible, consistent with delivery requirements, time standards, and MILSTAMP direction.

4.4.1. For all consolidations, the shipment:

- Must have the same RDD code.
- May not consolidate serviceable and unserviceable materiel.
- Must have the same TAC or fund citation.
- Must be compatible with other materiel.

4.4.2. Consolidate 999/NMCS/MICAP shipments as above and under the following conditions.

- Consigned to the same ultimate consignee.
- No delay in movement occurs for any item.
- Maintain intransit visibility over each TCN.

4.5. **Non-MILSTRIP Shipments.** In certain circumstances, base activities may have an official need to move DoD materiel outside normal MILSTAMP procedures. In those situations, the activity provides authority for movement and is responsible for the integrity of the shipment. Activities must provide written justification for assignment of priority Expedite. The TMO may waive this requirement in repetitive or other justifiable situations. DD Form 1149 is the normal document for processing non-MILSTRIP shipments. Preparation instructions are in attachment 7.

- Test, Measurement, and Diagnostic Equipment (TMDE) lateral support shipments are non-MILSTRIP. Address these shipments to the destination TMO, with the Precision Measurement Equipment Laboratory (PMEL) as the ultimate consignee. Process shipments on a DD Form 1149. Each package should have an AF Form 537, **PME Shipping Label**, attached. The TMO and PMEL chief should develop local procedures.

4.6. Mode Selection. Mode is a category of movement, such as air, motor, rail, small package express, etc. Shipment circumstances drive mode selection. TMOs may use a mode higher than normally selected for the priority of the shipment when costs are equal or less.

★4.7. Carrier Selection. Carriers (other than US Postal Service) considered for use must have an approved Tender of Service or contract on file with MTMC or AMC. Select carrier by “Best Value”, total logistics cost, lowest movement cost consistent with the delivery requirement and quality of carrier service.

4.8. Deferred Air Freight/TP4. Air Force TMOs are encouraged to use deferred air freight/TP4, particularly for movement from overseas to CONUS. Theater commands should have directives in place that enhance the use of deferred air freight/TP-4 capability. Deferred air freight/TP-4, is non-air-eligible materiel moving by military air on a space available basis, at or near the surface lift cost. There is no restriction on commodities moving from overseas to CONUS. Non-air-eligible materiel includes priority *Routine*, and priority *Expedite* downgraded or embargoed from airlift (e.g., non-DBOF 777). AMC establishes the lift allocation. For further guidance see MILSTAMP.

4.9. Cargo Inventories. TMOs must inventory materiel awaiting movement to know what materiel is on hand, to prevent delay of movement, and to protect against loss.

The TMO will act to rectify adverse inventory findings.

- Inventory classified cargo at the start of each working shift.
- Inventory other special handling cargo each day.
- Inventory 999/NMCS/MICAP cargo each day.
- Inventory all other cargo once per week.

★4.10. Movement by US Postal Service (USPS). Make mail movements according to DoDM 4525-8, *Official Mail Manual*, AFSUP 1. TMOs should consider use of USPS as they would any other authorized carrier.

4.11. Movement of Personal Property. DoD 4500.34-R, DTR, and AFI 24-501, *Do-It-Yourself (DITY)*, covers the procedures, circumstances, and conditions for moving personal property at US Government expense. (The term “Personal Property” as used in this instruction is synonymous with “Household Goods,” not the Supply definition.)

4.12. Receiving Procedures. Upon delivery, the transportation representative obtains the signature of the carrier agent, acknowledges any shortages, damages, or other discrepancies, and ensures the carrier provided all special services and equipment requested on the bill of lading. The TMO must act as necessary to correct any discrepancies or to file a carrier claim when appropriate.

- 999/NMCS/MICAP shipments are receipted for and processed 24 hours per day, 7 days per week.
- The TMO must train and designate freight in-checkers at any base activity which receives materiel directly from a carrier. The TMO must advise all activities of this requirement.

4.13. Aircraft Engine Shipment and Receipt. The engine manager completes DD Form 1348-1A per instructions in AFI 21-104, *Management of Propulsion Programs*. Origin and destination engine management personnel are to complete AF Form 1534, **Comprehensive Engine Management System, Central Data Base (CEMS, CDB) Report**, as shown in technical order (TO) 25-254-1, *CEMS Engine Configuration Status and Time Compliance Technical Order Reporting Procedures*.

★4.13.1. The TMO must process and prepare aircraft engines for movement according to TO 00-85-20, *Engine Shipment Instructions*. Commercial vehicles moving aircraft engines must have both an air-ride tractor and trailer in operating condition.

4.13.2. The TMO and base engine manager should develop local procedures to ensure engine shipment and receipt directions are in place.

4.14. Green Sheet Procedures. This is a process where specifically identified cargo in the AMC system may gain movement precedence over other priority cargo of the sponsoring Service, including RDD coded 999 shipments. Use it when

expedited movement of specific shipments is in the national interest, and the air clearance authority (ACA) certifies it as an operational necessity. See MILSTAMP.

- Air Force CONUS activities submit AMC airlift export requests to the Shipper Service Control Office (SSCO), while overseas activities submit to the local ACA. The ACAs and SSCO are the only activities authorized to levy green sheet action onto an aerial port. Blanket application for green sheet action is unauthorized. HQ AMC must have green sheet procedures in place at all aerial ports.

Chapter 5

BILLS OF LADING

5.1. SF Form 1103, Government Bill of Lading (GBL). When using a GBL (6 and 9 part form includes SF Form 1106 and 1203) , comply with the DTR. The publication contains information and direction on GBLs and GBL numbers.

★5.1.1. GBL registers are required, either automated or manual. AF Form 1334, **GBL Register, Inbound**, and AF Form 1335, **GBL Register, Outbound**, may be used. MAJCOMs will determine the requirement to maintain manual Commercial Bill of Lading (CBL) registers or automated equivalent.

★5.1.2. Distribution of Government Bills of Lading (see DTR). Shipping activities citing SDT/CMA funds will provide a copy of the GBL to Director for Financial Management, Budget Directorate, Operating Funds Division, Transportation Financial Management Branch (HQ AFMC/FMRD), 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB OH 45433-5006. For those citing Air National Guard (ANG) Transportation Account Code F8E0, a copy must be provided to the ANG Bureau Readiness Center, Transportation Division (ANGRC/ LGTT), 3500 Fetchet Ave., Andrews AFB, MD 20762.

5.1.3. Comply with the procedures for GBL corrections or cancellations contained in the DTR, and MILSTAMP.

★5.2. **Commercial Bill of Lading (CBL).** Commercial forms and procedures, commercial carrier electronic and manual forms, and other commercial processes and documentation are considered “CBLs”. TMOs should use CBLs when possible. The DTR contains procedures on use of CBLs.

5.2.1. Conversion of a CBL to a GBL should occur only under rare circumstances. Comply with DTR guidance.

★5.2.2. For CBL shipments which do not have a control identification, the TMO must assign a control number. This number is to contain 10 alpha numeric digits. The first four positions are the origin TMO Government Bill of Lading Office Code (GBLOC), the fifth is the last digit of the fiscal year, and the sixth through tenth position is the serial number. Use “00001” for the first shipment of the fiscal year and run consecutively through the fiscal year.

★5.3. **Record of Bill Transactions.** AFI 37-138, *Records Disposition--Procedures and Responsibilities*, requires the TMO to maintain a record of each GBL and CBL transaction.

★5.4. **CBL Payment Procedures.** The TMO obtains an obligation authority from the local Defense Accounting Office, usually on an AF Form 616, **Fund Cite Authorization**.

Carriers normally submit their invoice for CBL movement to the origin TMO. The TMO verifies the charges and certifies they are fair and reasonable before payment according to the DTR, AFI 65-601, Vol I, *Budget Guidance and Procedures*, and AFM 177-102, *Commercial Transactions at Base Level*. Make payment to the first line-haul carrier named on the CBL.

Chapter 6

CLEARANCE OF AIR FORCE CARGO

6.1. Clearance Requirement. The TMO must clear international shipments entering the Defense Transportation System (DTS) through the appropriate clearance agency prior to its movement to the aerial or water port of embarkation (APOE or WPOE).

6.1.1. The Air Force Shipper Service Control Office (SSCO), Wright-Patterson AFB, OH, is the official clearance agency for CONUS shipments planned for AMC channel lift to overseas points. It coordinates movement to the APOE with both shippers and project managers. The SSCO is responsible to maintain visibility over cleared air and surface cargo and to provide shipment status to tracer requests. In addition, the SSCO will work with APOEs, WPOEs, and shippers to ensure advance movement data is at the ports prior to arrival of materiel.

6.1.2. Use precedence “O” (Immediate) when transmitting MILSTAMP Advance Transportation Control Movement Documentation (ATCMD) to the SSCO or MTMC. Use precedence “R” (Routine) for transmission of intransit data and tracer actions.

6.2. Clearance of Shipments Into CONUS Air Terminals. The TMO requests SSCO clearance of cargo planned for AMC channel airlift prior to cargo release to the APOE. Request clearance by submission of ATCMD data to the SSCO. MILSTAMP volume I, chapter 2, contains specific clearance instructions. The SSCO clears or challenges the request for air movement. The requisitioner has up to 7 days to justify airlift on challenged shipments. The shipping TMO will hold the shipment pending the challenge decision by the SSCO. In the event airlift justification is insufficient, the shipment diverts to surface movement.

6.2.1. Air Force sponsored cargo shipments contain a valid RDD code of 999, NMCS, 555, 777, 444, or Julian date of 21 days or less from receipt of the ATCMD to be airlift eligible. The SSCO challenges shipments other than 999, that are more than 250 pounds, displace more than 25 cubic feet of space, or contain expired RDDs greater than 90 days.

6.3. Clearance of Shipments Into Overseas Air Terminals. The TMO requests ACA clearance of cargo planned for movement from or within an overseas area via AMC prior to release of the materiel to the port. Furnish ATCMD data to the ACA designated by the overseas theater MAJCOM for acceptance decision. MILSTAMP, volume I chapter 2, appendix J, and in MAJCOM procedures provide ACA responsibilities and guidance governing clearance of shipments into air terminals.

6.4. Clearance of Shipments Into CONUS Water Terminals. The TMO requests Water Clearance Authority (WCA) clearance of cargo planned for direct delivery to a WPOE prior to movement of the materiel. WCA clears cargo offered for export from the CONUS via the Military Sealift Command (MSC) sealift system. MILSTAMP, volume I, chapter 2, contains procedures for shipment clearance into water terminals.

- Send most sealift shipments to a Consolidation-Containerization Point (CCP). These shipments are exempt from the clearance process. The Defense Logistics Agency (DLA) operates a CCP on each coast of the United States. The east coast CCP is the Defense Distribution Region East (DDRE), Susquehanna Site, New Cumberland Army Depot, PA. The west coast CCP is the Defense Distribution Region West (DDRW), San Joaquin Site, Sharpe Army Depot, CA. DoD 4000.25.6-M, *DOD Activity Address Directory* (DoDAAD), identifies by DoD Activity Address Code (DoDAAC) those destinations served by each of the CCPs. MILSTAMP, volume I, chapter 3, section B, and appendix F, contain procedures on use and restrictions of CCPs.

6.5. Clearance of Shipments Into Overseas Water Terminals. The TMO requests WCA or Ocean Cargo Clearance Authority (OCCA) clearance on all cargo planned for movement from or within an overseas area via MSC. Clearance procedures are in MILSTAMP.

Chapter 7

HANDLING AND MOVEMENT OF CLASSIFIED AND PROTECTED CARGO

★7.1. Need for Special Procedures. Special procedures are necessary to prevent loss and damage to classified and protected cargo during transportation. As a minimum, TMOs must comply with procedures described in this chapter and the standards prescribed in the DTR, MILSTAMP, DoD 5200.1-R/AFI 31-401, DoD 5220.22R/AFI 31-601, *Industrial Security Program Management*, DoDM 4525-8, AF SUP 1, Official Mail Manual, AFJI 24-228 (AFR 75-18) *Reporting of Transportation Discrepancies in Shipment*, AFI 31-209, *Air Force Resource Protection Program*, AFJMAN 23-215 (AFR 400-54), *Reporting of Item and Packaging Discrepancies*, and MIL-STD-129. The traffic management office is to process and complete documentation as follows:

- Ensure each DD Form 1348-1A issued for the shipment of classified, sensitive, and some controlled items shows the word “CLASSIFIED” or “SENSITIVE” followed by the applicable supply controlled item code.
- Obtain an extra set of DD Forms 1348-1A for use as a hand receipt in processing SECRET and SENSITIVE shipments prior to packaging.
- Provide hand-to-hand receipt control for classified, sensitive, and controlled shipments. The DD Form 1907, **Signature and Tally Record**, may be used for all receipt transactions. Commercial form AC-10 is used as shown in the DTR. The air manifest may be used for military air shipments.

7.2. Description of Classified Materiel on GBL. The TMO protects classified and protected cargo shipments from compromise. The TMO conceals the exact nature of materiel classified SECRET or CONFIDENTIAL. The GBL description

used by the TMO should accurately identify the shipment without disclosing the exact nature of the materiel. It should give the same freight rate for the assessment of freight charges as the actual materiel shipped.

7.2.1. Never show security classification on copies of bills of lading or documents attached to shipments.

7.2.2. The issuing officer gives a description to use on GBLs sent to a contractor for completion.

7.3. Classified and Protected Cargo Movement Codes (Transportation Level of Protection). (See DTR).

7.4. Movement and Handling Requirements. TMOs comply with the following requirements:

- Obtain in writing individuals authorized to sign for classified materiel within their organizations.
- Ship weapons and same-caliber ammunition in separate containers or conveyances.
- Ship missile rounds separately from launch and control equipment.
- Provide the same protection for firearms and ammunition scheduled for demilitarization and retrograde, as other shipments of Arms, Ammunition and Explosives (AA&E).
- Process export shipments through military managed and operated air or ocean terminals.
- Store sensitive and controlled items in an approved security cage during any period of transportation delay.
- Select commercial carriers that provide single line-haul service from point of origin to destination when routing sensitive shipments, where available. However, trailer interchange service is acceptable providing the interchange carrier also provides the required service.

7.5. Special Instructions for Firearms. TMOs use the following control procedures:

7.5.1. Mark firearms serial numbers on each individual unit and intermediate package according to MIL-STD-129. Print the serial numbers for firearms being shipped onto the DD Form 1348-1A or on a separate list. The list must show the requisition number and item stock number.

7.5.2. Do not apply these controls to items reduced to scrap or to parts and pieces that do not constitute complete firearms.

7.6. Report of Shipment (REPSHIP). Shippers must send REPSHIPS to the destination TMO for the cargo categories of classified (SECRET and CONFIDENTIAL), controlled item codes 1, 2, 3, 5, 6, 9, and explosive classes 1.1, 1.2, and 1.3. For CONUS export shipments of ammunition and explosives, and release unit shipments of inert component parts, send the REPSHIP to the destination TMO according to MILSTAMP, volume I. Refer to the DTR and MILSTAMP, volume I for REPSHIP formats and requirements.

7.6.1. Do not classify REPSHIP communications unless they contain classified information.

7.6.2. REPSHIP suspense:

- **CONUS to CONUS.** Destination TMO must acknowledge receipt of firearms within 48 hours.
- **CONUS to Overseas or Overseas to CONUS.** The destination TMO must provide status of shipment within 72 hours after the estimated date of arrival.

7.6.3. The destination TMO informs its security officer and the origin TMO on shipments not received if the delivering carrier (if known) cannot provide a reasonable explanation for the delay. The origin TMO immediately initiates tracing action when notified that the destination TMO has not received the shipment.

7.7. Pilferable Cargo Protection. Transportation authorities must hold pilferable shipments in a secure area (e.g., security cage, strong room, etc.). The TMO immediately reports suspected pilfering of a shipment to local security police and consignor. TMOs will assist security police in all required investigations, including tracing the shipment from origin to point of pilferage detection.

★7.8. Movement of Classified Shipments Via General Services Administration (GSA) Contract Carrier. SECRET and CONFIDENTIAL freight shipments may be moved within CONUS via the GSA contract small package express carrier, provided there is strict adherence to the restrictions and processes in the following paragraphs. Compliance with these procedures is necessary to eliminate the possibility of security violations caused by improper handling of classified shipments.

7.8.1. Origin TMO.

Must comply with the provisions of DoD 5200.1-R, *DoD Information Security Program*, and AFI 31-401, *Managing the Information Security Program*.

- Must process all classified freight shipments for the base unless the TMO establishes other arrangements.
- May use only the current GSA overnight small package contract carrier.
- Must give the shipment to the carrier for next day delivery. **Do not tell** the carrier that the shipment is classified.
- The GSA contract carrier is the only carrier that may be used under these procedures.

- Must ensure the package wrapping, marking, and addressing are in compliance with directives if packed by TMO personnel, otherwise the shipper is responsible for the integrity of the shipment. The carrier's package may be used as the outer wrapper. Classification markings, packing list, and classified document receipt will be located on the inner container.
- Must ensure the delivery address is a CONUS DoD activity. This method may not be used to ship classified to a contractor. A contracted Base Information Transfer Center (BITS) on a DoD activity is not considered a contractor under this restriction.
- Must ensure classified material is within the carrier's standard size and weight limits. Classified shipments which are hazardous, sensitive, or arms, ammunition, and explosives (AA&E) are not authorized.
- Must ensure the carrier is **not** released under any circumstances from having to gain a delivery signature. Assure the airway bill, either electronic or hard copy, requires a delivery signature.
- Will not use to move classified international shipments, including movement to an APOE, under this authority.
- Must verify delivery of classified shipments processed through their office within two working days after carrier pickup. Verification may be made through direct contact with the addressee, the carrier's electronic signature service, or the carrier's automated system or tracking software program.

7.8.2. Destination TMO.

- Must handle all GSA contract carrier deliveries as classified shipments unless it is verified that the shipment is unclassified. Since classified shipments require a delivery signature and may not be hazardous, those shipments which have a signature release authorized or are hazardous, may be considered unclassified.
- May turn over classified shipments to consignee without additional documentation, aside from that normally used.

7.8.3. Both origin and destination TMOs.

- Must develop locally written procedures with base supply, information management, and security personnel covering the preparation, handling, receipt, documentation, and delivery of classified shipments moving via the GSA contract small package express carrier.
- Must ensure only designated and cleared personnel are authorized to receipt and/or process GSA contract carrier overnight deliveries.
- Report any problem encountered with the use of the GSA contract carrier in the movement of SECRET or CONFIDENTIAL material through their MAJCOM/ LGT/DOJ to HQ USAF/LGTT.

Chapter 8

TRANSPORTATION OF HAZARDOUS MATERIALS (HM)

8.1. Responsibilities. Transportation personnel must comply with public law, policy, agreements, and applicable international, federal, and military directives when processing, handling, and shipping HM.

8.2. Applicable Directives. Attachment 1, Section A, contains a list of hazardous materials reference directives. The list is comprehensive but not all-inclusive.

8.3. Hazardous Materials Procedures. A HM is a substance or material that the Department of Transportation has determined is capable of posing an unreasonable risk to health, safety, and property during transportation. Attachment 7 contains directives and certification requirements by mode.

8.3.1. The TMO will comply with Title 49, *Code of Federal Regulations* (CFR), parts 100-199, for all modes of transportation when moving HM to, from, or within CONUS by commercial carriers. Violations of these regulations could result in civil and criminal penalties to the TMO, and undue safety risks to the general population. Overseas shippers moving HM within country will comply with host nation regulations and status of forces agreements.

8.3.2. TMOs must comply with special reporting requirements if there is a release of a reportable quantity of a hazardous substance. See Title 49, CFR, paragraphs 171.15 and 171.16.

8.4. Hazardous Substances. Title 49 CFR, Part 172.101 identifies hazardous substances and their reportable quantities. Hazardous substance shipments must comply with the same DOT and military regulations required for any other HM.

★8.5. Hazardous Waste. Describe hazardous waste material on the shipping papers by the proper shipping name identified in the HM table in Title 49, CFR, paragraph 172.101, or AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*, table A4.1, preceded by the word "Waste." Hazardous waste shipments must:

- Comply with HM rules.
- The generator of the hazardous waste must prepare a hazardous waste manifest. (Title 40, CFR, part 262, subpart B.)
- The hazardous waste generator must have an Environmental Protection Agency (EPA) identification number assigned.
- Move only by carriers who possess an EPA identification number.

8.6. Radioactive Waste. Handle, document, ship, and dispose of radioactive waste in accordance with the appropriate modal directive listed in attachment 1 or 7, AFI 40-201, *Management of Radioactive Materials in the USAF*, and Technical Order (TO) 00-110N-2, *Radioactive Waste Disposal*. Do not ship radioactive waste until it is cleared and has a control number issued by San Antonio Air Logistics Center, Environmental Management Pollution Preservation Division, (SA-ALC/EMP), 307 Tinker Drive, Bldg. 306, Kelly AFB TX 78241-5917, DSN 945-8635, Commercial (210) 925-8635.

8.7. Transshipping Procedures. This paragraph applies to the commercial reshipment of HMs received from commercial carriers or HMs leaving the military airlift system. If there is any indication that the HM package being shipped does not fully comply with international, federal and military requirements, then open the package, and inspect, repack, and recertify it as appropriate.

- Air Force transshipping points must inspect all inbound HM to make sure it is packaged, marked, labeled, and certified according to the applicable hazardous materials document.

8.8. Personnel Qualifications. Personnel who certify or prepare HM for shipment must receive formal initial and refresher HM training. The commanding officer or designated representative designates in writing those authorized to certify HM packaging. Personnel (other than certifiers) who handle or load HM must receive training according to Title 49 CFR, paragraph 172.704.

★8.9. Department of Transportation (DOT) Exemptions. DOT exemptions waive Title 49 CFR requirements on the basis of equivalent levels of safety. DOT exemptions for packaging are valid for domestic transportation of hazardous materials. They are not valid for international shipments of hazardous materials covered by United Nations Performance Oriented Packaging requirements. MTMC will obtain DOT exemptions for DOD. Exemptions issued by DOT are for a specific period of time (see Title 49 CFR, Part 107.105, *Application for Renewal*).

★8.9.1. The DTR requires annual submission of RCS: MTMC-158, *DOT Exemption Usage Report*. Users of DOT exemptions must submit usage data to their MAJCOMs for consolidation. MAJCOMs must prepare a consolidated report each year and submit it to AFMC LSO/LOPP, 5215 Thurlow Street, Wright-Patterson AFB, OH 45433-5540. AFMC LSO/LOPP will finalize the report and forward it to HQ MTMC. The reporting period is 1 July through 30 June. Activity reports are due to MAJCOMs not later than 10 July of each year. MAJCOM consolidated reports are due to AFMC LSO/LOPP not later than 20 July each year. AFMC LSO/LOPP report is due to HQ MTMC not later than 30 July.

Chapter 9

TRANSPORTATION SUPPORT OF CONTRACTING

9.1. Traffic Management Support. TMOs provide advice to the contracting officer to include appropriate transportation and traffic management contract language. They also evaluate prospective contractors offers to help guide the procuring contracting officer (PCO) in obtaining the most economical and responsive transportation for the Air Force.

9.2. Assistance to Contracting. The transportation advisor to contracting must exercise judgment and technical skill in advice that will result in transportation terms in the contract or purchase order that are most advantageous to the government.

9.2.1. As a minimum, the TMO considers the following factors when providing transportation advice to the PCB:

- Free on board (FOB) terms.
- Specific *Federal Acquisition Regulation* (FAR) clauses to include in the contract, including the requirement to obtain airlift clearance for export shipments.
- Identification of transportation funds to pay for the movement of the materiel.
- Detailed identification of the required “ship to” and “mark for” addresses.
- Use the detailed shipping instructions at attachment 8 when using “FOB Origin, Contractor Prepaid”.

9.2.2. TMOs provide transportation and traffic management support to contracting as contained in those publications listed in attachment 8.

9.2.3. Traffic managers advise the PCO to delegate transportation administration responsibility to the appropriate Defense Contract Management Command International (DCMCI) organization when the following terms exist:

- A CONUS contract is awarded to an overseas vendor.
- The shipping point is overseas, regardless of whether the contractor's main location is in the CONUS.

9.2.4. Overseas traffic managers advise the PCO to delegate transportation administration responsibility to the appropriate Defense Contract Management Area Office (DCMAO) when an overseas contract/purchase order is awarded to a CONUS vendor.

9.3. Vendor Pre-Paid Shipping Instructions. Attachment 8 contains shipping instructions for vendor prepaid shipments.

Chapter 10

PUBLIC HIGHWAY MOVEMENTS

10.1. Compliance With Public Law. The TMO ensures that Air Force materiel moving over public highways conforms to Federal, State and local laws, regulations, and ordinances relating to vehicle size and weight limitations. Except as shown in the DTR, and AFJI 24-216 (AFR 75-24), *Permits for Oversize, Overweight, or Other Special Military Movements on Public Highways in the United States*, vehicular movements over public highways must have required permits issued by State authorities.

10.2. Directory of Permit Officials. TMOs maintain a copy of *The Directory of Highway Permit Officials and Mobilization Movement Control Coordinators* (MOBCON). It contains contact information for state permit officials and a summary of state size and weight limits. MTMC Transportation Engineering Agency (MTTE-TRV), 720 Thimble Shoals Blvd., Suite 130, Newport News, VA 23606-2574 publishes and issues the directory. Activities may contact them for a copy of the directory.

10.3. Military Cargo Essentiality. AFJI 24-216 requires certification of military cargo essentiality in certain situations. TMOs complete this certification when necessary. Do not delegate this authority.

10.4. Cargo Essential to National Defense. Occasionally, certain highway movements require certification as "Essential to National Defense" due to mission needs. This normally applies to essential cargo that must move over public highway because the cargo cannot be reduced in size or weight to move by another mode. When this occurs, the MAJCOM Transportation Office must certify the designation. Air Force activities not assigned to a MAJCOM must submit a request for certification to HQ USAF/LGTT.

Chapter 11

SHIPMENT DISCREPANCIES AND TRACER PROCEDURES

11.1. Shipment Discrepancies. TMOs process and report over, short, and damaged shipments in compliance with DTR, AFJI 24-228, *Reporting of Transportation Discrepancies in Shipment*, DFAS Regulation (AFR 75-35), *The Air Force Freight Loss and Damage Claims System*, and DFAS-DER (AFR 177-19), *Uniform Settlement of Military Freight Loss and Damage Claims*.

11.2. Tracer Action. TMOs trace shipments following procedures and formats in MILSTAMP and AFMAN 23-110, *USAF Supply Manual* (formerly AFM 67-1). Do not apply MILSTAMP tracer reconciliation procedures to shipments with a line item value of less than 100 dollars. Tracer procedures and information are in attachment 9.

- TMOs trace inbound astray or non-receipted shipments using the Tracer Action Required (TAR) listing which base supply provides approximately every 2 weeks. The TAR lists shipments requiring tracer action or receipt information in GBL or TCN sequence. Base supply provides the TAR in original and one copy.
- TMOs trace originating outbound shipments using the *Delinquent Shipment Listing, or R40*, which base supply provides approximately every 2 weeks. The R40 requests the status of originating shipments supported by the SBSS, in requisition number sequence. Base supply provides the R40 in original and one copy.
- The TMO and base supply officer establish joint procedures for processing and return of the TAR and the R40.

- The TMO replies to tracer requests from overseas activities as prescribed in MILSTAMP, Volume I, appendix M.
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Chapter 12

ADDITIONAL TRANSPORTATION MATTERS

★**12.1. Rapid Area Distribution Support (RADS) Teams.** HQ AFMC provides RADS transportation assistance by their Combat Logistics Support Squadrons (CLSS). The RADS transportation personnel are specialists in base packaging functions and in heavy crate construction with or without special packing instructions. Request RADS team support for extreme emergencies, defined as hostilities, unscheduled unit deployments, and natural disasters. Request RADS support to assist bases expecting abnormal workload resulting from weapons system conversions, major deployments, base or unit activation or deactivation, large packaging tasks, etc. Additional information on types of support, responsibilities, and how to request assistance from the AFMC RADS program is available in AFM 23-110 (formerly AFM 67-1, Volume I, Part One, chapter 1, paragraph 47). HQ AFMC/LGT is the Air Force program manager for RADS assistance.

12.2. Water Port Logistics or Liaison Office (WPLO):

★12.2.1. WPLOs are located at common user water terminal and off-site facility processing bulk or containerized Air Force-sponsored cargo transported by the MSC. Consider locating the WPLO with a WCA to facilitate use of joint information and documentation. The WPLO is the single Air Force agency in matters concerning movement of Air Force materiel to and from overseas activities through common user water terminals and sub-ports. They are responsible for ensuring the presence of clear and concise transportation documentation and researching shipment discrepancies, including proper assignment of transportation account codes (TACs).

★12.2.2. CONUS WPLOs are currently located at 1313th MTMC Outport Seattle, WA, Military Ocean Terminal Bayonne, NJ, and Military Ocean Terminal Oakland, CA.

★12.2.3. Overseas WPLOs can be found in DoD 4500.32-R, volume I, MILSTAMP.

★**12.3. Air Force Transportability Program.** The general procedures and responsibilities governing transportability are published in AFJI 24-223 (AFR 80-18), *Department of Defense Engineering for Transportability Program*. AFMC LSO is the Air Force transportability agent and must review and approve the transportation configuration of all items that exceed the criteria of AFJI 24-223.

12.4. Dealings With Commercial Carriers. TMOs may discuss requirements, historical data, etc.; however, they may not negotiate rates or other agreements that are the responsibility of the MTMC or AMC (see the DTR).

★**12.5. Forecasting Cargo Requirements.** The Air Force is required to submit short and long range requirements for air and surface movements to AMC and MSC for the purpose of scheduling flights and setting billing rates. HQ AFMC/FMRD consolidates inputs from MAJCOMs and submits forecasted requirements in the format prescribed by current directives. The forecast incorporates current budget data, current and projected PCS data, and historical movement data. Forecasts are submitted to AMC and MSC 23 months in advance of the fiscal year being reported.

12.5.1. MAJCOMs will identify ammunition and vehicle requirements to HQ AFMC/FMRD as soon as they are available for budget and forecasting purposes.

12.5.2. The AMC Long Range Forecast will be submitted annually on 1 November in short tons on CONUS outbound/inbound and intra/inter-theater movement.

12.5.3. The AMC Short Range Forecast will be submitted on the twenty-first of every month for the CONUS outbound movement of general cargo only. This forecast is for four months in advance of the current operating month and is based largely on historical data. Contact HQ AFMC/FMRD as far in advance as possible for any extraordinary large movement of general cargo by air.

12.5.4. The MSC Long Range Forecast will be submitted annually on 15 February. The forecast is in measurement tons, by commodity and traffic area, for breakbulk, container, and MILVAN on CONUS outbound/inbound and intra/inter-theater movement of cargo.

Chapter 13

LEAN LOGISTICS

13.1. General. Lean Logistics (LL) uses high velocity to manage mission and logistics uncertainty while minimizing reliance on stockpiles of inventory. Many items currently repaired on-base will instead be processed fast and shipped via express transportation to a depot or contractor for repair.

13.2. Transportation in Lean Logistics (LL). The USAF is moving from a supply based logistics system to a transportation based system. Transportation provides an immediate and effective way to cut the logistics pipeline. Maximum pipeline performance is the primary consideration in LL, not transportation cost. While the cost of some individual shipments may be higher than previous shipping modes, customer service is improved while the overall cost of the logistics system is actually reduced. The pipeline is comprised of the total order-ship time (OST) segments contained in the Uniform Materiel Movement and Issue Priority System (UMMIPS). A compression of these segments is a primary goal of LL.

13.3. Two-Level Maintenance (2LM). 2LM is a logistics program to transfer the repair-level of select items from base to depot, eliminating high overhead and resource costs. The three-level maintenance (3LM) process of on-system, base-level, and depot repair will continue for a number of items. The task to Transportation is to move 2LM assets between issue, use and repair points in a time-definite manner.

13.4. Door-to-Door Delivery (D3). D3 is the key transportation policy supporting LL. D3 involves express carrier pick-up of cargo at the depots, contractor facilities, or bases; and time-definite delivery of the cargo to a designated receiving location in CONUS or OCONUS while maintaining intransit visibility. D3 will also be used for LL/2LM retrograde cargo.

13.5. Project Code Assignment. Project codes to identify LL and 2LM assets are assigned and loaded into Air Force and DLA supply systems. The system logic identifies these codes as being authorized assignment of required delivery date (RDD) "777" making the shipment air-eligible. The RDD 777 and a LL or 2LM project code are printed onto the DD Form 1348-1a for both serviceable and retrograde items. These identified assets must move as fast as possible to destination. Project code 879 identifies those national stock numbers designated as LL. 2LM items are designated as project code 858.

13.6. LL/2LM Delivery Time Standard and Mode Eligibility. Movement time standards and mode eligibility for LL/2LM shipments are contained in chapter 3, paragraphs 3.2 and 3.3. Commercial air express small-package delivery service is the norm for LL/2LM shipments meeting carrier criteria. AMC should be used for other international shipments. LL/2LM aircraft engines moving in CONUS by motor, must be moved expeditiously on air ride tractor and trailer. A MTMC approved Guaranteed Traffic agreement (GTA) should be developed for repetitive engine traffic lanes.

13.7. Funding for Movement of LL and 2LM. In order to facilitate the express movement of LL and 2LM items, TMOs should cite the applicable Repairable Support Division (RSD) Transportation Account Code (TAC).

13.8. Lean Logistics in Wartime. By accelerating our ability to resupply forces and weapon systems during contingencies, warfighters can deploy and operate with confidence. A smaller mobility footprint created by reduced inventory and maintenance capability, permits faster placement of the combat force and expands wartime flexibility and effectiveness. The Air Force will expand peacetime express movement in wartime or contingency by use of the Air Mobility Express and theater Battlefield Distribution system. Specific procedures for use, cargo clearance and documentation requirements of AMX and BD are in development and will be in the next modification of this AFI.

13.8.1. Air Mobility Express (AMX). AMX is an express airlift system composed of AMC controlled international airlift and a CRAF commercial air express carrier link-up, to move high priority (999/NMCS/ MICAP/LL-2LM) materiel door-to-door between CONUS and a contingency site APOD/E. The express carrier's infrastructure will be used for CONUS pick-up/delivery processes and will load, on/off load and service the AMC controlled airlift missions. USTRANSCOM will activate this service when designated by the theater CINC.

13.8.2. Battlefield Distribution (BD). BD is an express intra-theater distribution system operating between the in-theater APOD/E and field activities. BD is comprised of air and motor theater transportation assets. Immediately upon offload from AMX aircraft, cargo will be sorted and loaded onto BD assets for delivery to the appropriate destination. CONUS bound reparables will return from an operating location by BD to the APOE for airlift to CONUS on AMX.

13.9. Forms Prescribed. AF Form 1334, **GBL Register, Inbound**, AF Form 1335, **GBL Register, Outbound**, and OF 81, **999 Label (4" x 4")**.

GEORGE T. BABBITT, Lt General, USAF
DCS/Logistics

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

References

Hazardous Materials Reference Directives:

Transportation, Title 49, *Code of Federal Regulations* (CFR), parts 100-199, and DOT Exemptions contains criteria and requirements for classifying, describing, packaging, marking, labeling, shipping, placarding, and transporting HM for commercial carriers by all modes of transportation within the United States.

Federal Motor Carrier Safety Regulations, Title 49, Code of Federal Regulations, parts 390-399, contains regulations on matters affecting safety in transport over public highways. Includes specifications for vehicles and drivers.

Emergency Response Guidebook, DOT-P 5800.3, *Guidebook for Hazardous Materials Incidents*. Provides initial actions to be taken at the scene of an incident involving HM.

International Civil Aviation Organization (ICAO) *Technical Instructions for the Safe Transportation of Dangerous Goods by Air*. Contains detailed instructions for safe international transport of dangerous goods by air.

International Air Transport Association (IATA) *Dangerous Goods Regulations*. Includes restrictions that apply to the acceptance of such articles by individual (international) participating carriers. Provides detailed procedures required by ICAO. *Air Transport Restricted Articles Tariff 6-D*, Department of Transportation. Includes restrictions applicable to the acceptance of such articles by individual (domestic) participating carriers.

International Maritime Organization (IMO) *International Maritime Dangerous Goods (IMDG) Code*. Provides detailed instructions for safe international transport of dangerous goods by sea.

MIL STD 129, *Military Standard, Marking for Shipment, and Storage*. Establishes standards for uniform marking of shipments for DoD.

DoD 4500.32-R, *Military Standard Transportation, and Movement Procedures* (MILSTAMP), provides policy guidance and specific procedures, forms and formats.

DoD 4160.21-M, *Defense Reutilization and Marketing Manual*, provides guidance for handling, processing and disposing of government property.

DoD 6050.5L, *Hazardous Materials Information System* (HMIS), lists DoD hazardous materials, by the last nine digits of the National Stock Number, for all services, and contains information on how to handle, store, use, transport, and dispose of HM. Environmental Protection Agency Regulations, Protection of Environment, Title 40, Code of Federal Regulations, parts 240-267 and part 761, provide specific guidelines for management of hazardous wastes and substances.

AFI 24-202, *Preservation and Packing*, prescribes proper packaging of Air Force Material.

AFJMAN 24-204, *Preparation of Hazardous Materials for Military Air Shipment*, provides specific guidelines and instructions for packaging, documentation, and preparation of hazardous material for military air shipment.

Abbreviations and Acronyms

AA&E—Arms Ammunition and Explosives

ACA—Airlift Clearance Authority

ADPE—Automatic Data Processing Equipment

AFB—Air Force Base

AFM—Air Force Manual

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

AFO—Accounting and Finance Officer

AFR—Air Force Regulation

AFSC—Air Force Specialty Code

AMC—Air Mobility Command

APO—Army and Air Force Post Office

APOD—Aerial Port of Debarkation

APOE—Aerial Port of Embarkation

ATCMD—Advance Transportation Control and Movement Document

CCB—Configuration Control Board

CBL—Commercial Bill of Lading (The term CBL is synonymous Commercial Paper, Commercial Forms, etc.)

CCP—Consolidation and Containerization Points

CDR—Critical Design Review

CDRS—Container Design Retrieval System

CFR—Code of Federal Regulations

CONUS—Continental United States
CLSS—Combat Logistics Support Squadrons
CNR—Credit No Refund
CRAF—Civil Reserve Air Fleet
CRR—Credit Return Refund
CSS—Constant Surveillance Service
DAAS—Defense Automated Addressing System
DAO—Defense Accounting Office/Officer
DBOF—Defense Business Operations Fund
DCMAO—Defense Contract Management Area Office
DCS—Deputy Chief of Staff
DDRE—Defense Distribution Region East
DDRW—Defense Distribution Region West
DIC—Document Identifier Code
DLA—Defense Logistics Agency
DLMS—Defense Logistics Management System
DoD—Department of Defense
DoDAAC—Department of Defense Activity Address Code
DoDAAD—Department of Defense Activity Address Directory
DOT—Department of Transportation
DTR—Defense Transportation Regulation (Part II, Cargo Movement)
DTS—Defense Transportation System
EPA—Environmental Protection Agency
ERRC—Expendability Recoverability Reparability Code
ETA—Estimated Time of Arrival
ETADS—Enhanced Transportation Automated Data System
ETM—Electronic Transmitted Message
FAR—Federal Acquisition Regulation
FCA—Functional Configuration Audit
FOB—Free On Board
FMS—Foreign Military Sales
FPO—Fleet Post Office
FY—Fiscal Year
GBL—Government Bill of Lading
GS—Greater Security Service
GSA—General Services Administration
GT—Guaranteed Traffic
HM—Hazardous Materials
HMIS—Hazardous Materials Information System
HQ—Headquarters
IATA—International Air Transport Association
ICAO—International Civil Aviation Organization
IM—Inventory Manager
IMDG—International Maritime Dangerous Goods
IMO—International Maritime Organization
JCS—Joint Chiefs of Staff
JMAFC—Joint Military Astray Freight Committee
JMAFP—Joint Military Astray Freight Program
MAJCOM—Major Command
MAP—Military Assistance Program
MAPAD—Military Assistance Program Address Directory
MILSTAMP—Military Standard Transportation and Movement Procedures
MILSTRIP—Military Standard Requisitioning and Issue Procedures
MIPR—Military Interdepartmental Purchase Requests
MSC—Military Sealift Command
MTMC—Military Traffic Management Command

NMCS—Not Mission Capable Supply
NMFC—National Motor Freight Classification
OCCA—Ocean Cargo Clearance Authority
PCA—Preliminary Configuration Audit
PCO—Procuring Contracting Officers
PD—Project Director
PDR—Preliminary Design Review
PMEL—Precision Measurement Equipment Laboratory
POD—Port of Debarkation
PR—Purchase Requests
RADS—Rapid Area Distribution Support
RCS—Report Control Symbol
RDD—Required Delivery Date
RFI—Request for Information
RFP—Request for Proposal
SBSS—Standard Base Supply System
SNUD—Stock Number User Directory
SAAM—Special Assignment Airlift Mission
SM—Systems Manager
SPI—Special Packaging Instructions
SPWS—Shipment Planning Work Sheet
SSCO—Shipper Service Control Office
SSEB—Source Selection Evaluation Board
STRAPP—Standard Tank Racks Adapters and Pylons Package
TAC—Transportation Account Code
TAR—Tracer Action Required
TCMD—Transportation Control and Movement Document
TCN—Transportation Control Number
TMDE—Test, Measurement, and Diagnostic Equipment
TMO—Transportation Management Office(r)
T.O.—Technical Order
TO—Transportation Officer
TP—Transportation Priority
UMMIPS—Uniform Materiel Movement and Issue Priority System
UPS—United Parcel Service
USAF—United States Air Force
USPS—United States Postal Service
WCA—Water Clearance Authority
WPLO—Water Port Logistics or Liaison Office
WPOD—Water Port of Debarkation
WPOE—Water Port of Embarkation

Terms

Airlift Clearance Authority (ACA)—The activity that controls the entry of traffic in the airlift system. (See Shipper Service Control Office (SSCO).

Bill of Lading, Commercial (CBL)—A contract between the shipper and the carrier whereby the carrier agrees to furnish transportation service subject to the conditions printed on the reverse side of the bill of lading. The face of the CBL designates such pertinent information as the route, delivering carrier, name of shipper, consignee, date, description of articles, number of packages, weight, signature of the carrier's agent for receipt of the freight and signature of the shipper's representative responsible for releasing the shipment to the carrier.

Bill of Lading, Government (GBL)—Same as CBL, plus the GBL contains the name and title of the issuing officer, name of the issuing office, name of the government agency against which charges are billed, appropriation chargeable, GBL number and departmental symbol, authority for the shipment and a showing as to actual delivery and extent of loss and damage.

Break Bulk Point (BBP)—A transshipment point which receives and breaks down multi-destination bulk consolidations and distributes the individual shipments to the ultimate consignee.

★**Carrier**—Any individual, company or corporation engaged in transporting cargo or passengers for pay.

Classified Cargo (Classified Information)—Information or material that is (a) owned by, or under the control of the United States government; and (b) determined under Executive Order 12356 or prior orders and DoD 5200.1-R to require protection against unauthorized disclosure; and (c) so designated (that is, Top Secret, Secret, or Confidential).

Common Carrier—A transportation company, operating under a certificate of public convenience and necessity, serving the public impartially.

Common User Land Transportation—Point to point in-theater land transportation service operated by a single Service for common use by two or more services.

Contract Carrier—Usually refers to a motor carrier, other than a common carrier, hauling under contracts on which a permit is issued by a government regulatory body.

Controlled Cargo (See Protected Cargo)—Items that require additional control and security as prescribed in various regulations and statutes. Controlled items include money, negotiable instruments, narcotics, registered mail, precious metal alloys, ethyl alcohol, and drug abuse items.

Defense Transportation System (DTS)—Consists of military controlled terminal facilities, AMC controlled airlift, MSC controlled or arranged sealift and government controlled air or land transportation.

Department of Defense Activity Address Code (DODAAC)—A six-position alphanumeric code assigned to identify specific activities that are authorized to ship or receive material and to prepare documentation or billings.

Diversion—For the purposes of this regulation, diversion means changing the route or destination of a shipment from that shown on the original bill of lading while the shipment is in transit.

Export Traffic Release (ETR)—Shipping instructions, issued by a clearance authority in response to an offering, which specify the mode of shipment and the means by which an export shipment will move.

Fleet Post Office (FPO)—A Navy activity established within the continental United States collocated with a Postal Concentration Center for the purposes of providing a standard mail address for forces afloat, mobile shore-based units and activities overseas, directory assistance for Navy mail and maintaining liaison with and furnishing mail routing and dispatching instructions to appropriate civil and military postal authorities.

Foreign Military Sales (FMS)—That portion of United States security assistance authorized by the Foreign Assistance Act of 1961, as amended, and the Arms Export Control Act of 1976, as amended. This assistance differs from the Military Assistance Program and the International Military Education and Training Program in that the recipient provides reimbursement for defense articles and services transferred.

Green Sheet Procedures—A procedure whereby specifically identified cargo in the military airlift (AMC) system may gain movement precedence over other priority cargo.

Gross Weight—For the purposes of this regulation, gross weight means the combined weight of a container and its contents, including packaging material.

Hazardous Material—Material identified according to AFJMAN 24-204 or Code of Federal Regulation (CFR) 49. Any material that, because of its properties, is flammable, corrosive, an oxidizing agent, explosive, toxic radioactive, or unduly magnetic (unduly magnetic means that sufficient magnetic field strength is present to cause significant navigational deviations to the compass sensing devices of an aircraft).

Line Haul—Transportation of freight from one point to another excluding local pickup, delivery, and switching.

Lowest Over-All Cost—The lowest aggregate of shipment costs known or a reasonable estimate. It includes a combination of cost factors, such as line haul, accessorial charge, fuel charge, port handling, etc.

Manifest (Cargo)—A document specifying in detail the items carried on a transportation conveyance for a specific destination. Usually refers to a ship or aircraft manifest.

Marking—Numbers, nomenclature or symbols imprinted on items or containers for identification during handling, shipment and storage. See MIL-STD-129.

Military Van (MILVAN)—Military-Owned demountable container, conforming to United States and international standards, operated in a centrally controlled fleet for movement of military cargo.

Net Weight—The weight of the item being shipped, excluding the weight of packaging materiel or container (does not apply to household goods).

Over Freight—Freight (packaged or loose) received exceeds quantity documented.

Pallet, 463L—Aluminum air cargo pallet, 88 inches by 108 inches on which shipments are consolidated for movement by AMC.

Pallet, Warehouse—A 2 deck platform, usually wooden, about 42 inches wide, 42 inches long and 5 inches high, used for handling several packages as a unit.

Palletized Unit Load—Quantity of any item, packaged or unpackaged, that is arranged on any pallet in a specified manner and securely strapped or fastened thereto so that the whole is handled as a unit. See also unitized load.

Partial Shipment Unit—A shipment unit separated at the origin shipping activity into two or more increments with each increment identified and documented separately.

Personal Property—Household goods, baggage and privately owned vehicles of DoD personnel.

Port of Debarkation (POD)—The geographic point at which cargo or personnel are discharged. May be a seaport or aerial port of debarkation. For unit requirements, it may or may not coincide with the destination.

Port of Embarkation (POE)—The geographic point in a routing scheme from which cargo or personnel depart. May be a seaport or aerial port from which personnel and equipment flow to port of debarkation. For unit and non-unit requirements, it may or may not coincide with the origin.

Pilferable Cargo (see Protected Cargo)—Pilferable material includes items that are vulnerable to theft because of their ready resale potential. Pilferable items include, but are not limited to, cigarettes, alcoholic beverages, cameras, and electronic equipment.

Protected Cargo—Those items designated as having characteristics that require that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard or integrity. Protected cargo is subdivided into controlled, pilferable and sensitive cargo as defined elsewhere alphabetically in this glossary.

Reefer Cargo—Perishable commodities that require refrigerated (chill and freeze) stowage at prescribed temperatures while in transit (exclude cargo authorized for storage in ventilated holds).

Required Availability Date (RAD)—The date that end items and concurrent spare parts are committed to be available for transportation to a MAP recipient.

Required Delivery Date (RDD)—A calendar date that specifies when material is actually required to be delivered to the requisitioner and it is always a date that is earlier or later than the computed standard delivery date, i.e., a required delivery date cannot exactly equal a computed standard delivery date. RDD also refers to a code indicating the speed of transportation processing, e.g., 999, N--, E--, 777, 555, 444, or blank RDD. For unit requirements, a date relative to C-day, when a unit must arrive at its destination and complete off loading to properly support the concept of operations.

Retrograde Cargo—Materiel being transported from the retail level to the wholesale level (e.g., return of a reparable item from an operating base to a repair depot). For unit requirements, cargo evacuated from a theater of operations.

Roll-on/Roll-off (RO/RO):—

Cargo--Vehicles, including POVs, or shipment units loaded aboard a trailer-type conveyance that are transported to a vessel at a port of loading, rolled on the vessel, stowed and rolled off the vessel at the port of discharge.

Service--A land and water express service, other than MILVAN or SEAVAN, comprising a through movement of cargo from origin to destination.

Routing Authority—An activity that designates modes or provides routing instructions for shipments requiring clearance before movement.

SEAVAN—Commercial or government-owned (or leased) shipping containers that are moved via ocean transportation without bogey wheels attached, i.e., lifted on and off the ship.

Sensitive Cargo (See Protected Cargo)—Small arms, ammunition, and explosives that are a definite threat to public safety and can be used by militant, revolutionary, criminal, or other elements for civil disturbances, domestic unrest or criminal actions.

Shipper Service Control Office (SSCO)—An activity established by a military service or agency to perform logistics management functions such as serving as an airlift clearance authority for CONUS export shipments, determining air eligibility, responding to tracing and status queries, expediting, and providing consignment instructions for mobile units.

Special Assignment Airlift Mission (SAAM)—A mission by AMC (other than the 89th Airlift Wing) at the request of the Department of Army, Navy, or Air Force only AFJI 24-113 (AFR 76-38).

Split Shipment Unit—A whole or partial shipment unit separated at transshipment point into two or more increments with each increment identified and documented separately.

Tare Weight—The weight of a container, deducted from the total weight of a shipment, to determine the weight of the contents.

Ton—A unit of measurement as follows.

Short (ST). 2,000 lbs.

Long (LT). 2,240 lbs.

Measurement (MT). 40 cubic ft.

Metric (MET). 2,204.6 lbs.

Transportation Account Code (TAC)—A four-digit code that identifies the appropriate service, agency, FMS country or contractor account responsible for funding DTS transportation charges. (DoD 4500.32-R, volume II.)

Transportation Control Number (TCN)—The DoD standard shipment identifier composed of a 17 position number assigned to control a shipment unit throughout the transportation cycle.

TRANSPORTATION FUNDING CATEGORIES AND RESPONSIBILITIES

A2.1. Defense Business Operating Fund (DBOF). DBOF is a large revolving fund which combines previously existing commercial or business operations under a single treasury account, but keeps prior organizational structures and command authority relationships. Revolving funds are financial systems that are dependent on the sale of goods and services for the cash necessary to finance the activities to certain DoD organizations. They do not have direct appropriations, and they operate at zero profit or loss. The Air Force DBOF operation consists of the following divisions:

A2.1.1. RSD--Reparable Support Division (Repairables):

- Air Force managed reparable items.
- Budget Code 8, Fund Code 64, 6E, FA, FR, GA, GR, HA, HR, LA, LR, PA, and PR.
- ERRC designators XD1, XD2, and XD3.
- Line Replaceable Units (LRU).
- Shop Replaceable Units (SRU).
- General items related to weapons systems, such as aircraft spares.

A2.1.2. SSD--System Support Division (Consumable):

- Air Force managed systems support items.
- Budget Code 1, Fund Code 6H.
- ERRC designators XB3 and XF3
- Expendable, bit and piece support.
- General items related to weapons systems, such as, engine blades.

A2.1.3. GSD--General Support Division (Consumable):

- General support items.
- Budget Code 9, Fund Code 6C and NS.
- Managed by other agencies, e.g., DLA, GSA.
- Expendable, bit and piece support, such as, nuts, bolts, O-rings.

A2.1.4. MSD--Medical Support Division:

- Medical support items.
- Budget Code None, Fund Code 6B.
- Managed by Air Force Medical Logistics Office.
- Expendable and medical materiel.

A2.1.5. COD - Cost Operations Division: (People and Overhead):

- Overhead and people required to manage the RSD, SSD, including the SDT required to move DBOF items for RSD, and SSD item managers (IM).

A2.1.6. The DBOF charges the requisitioner for the item and for overhead. The overhead charge includes all transportation costs except overseas inland transportation for movement to the requisitioner and return for repair.

A2.1.7. It is important to recognize that DBOF codes, i.e., Budget Codes, Fund Codes, ERRCs, only identify stock fund materiel. They **do not**, in themselves, determine proper TAC assignment.

A2.2. Air Force Second Destination Transportation/Centrally Managed Allotment (SDT/CMA). SDT/CMA pays for certain movements of non-DBOF materiel. These include movements of munitions, aircraft engines and investment items (those items managed on an Air Force Table of Allowance) bought with acquisition money (Appropriations: 3010/3020/3080). SDT funds for non-DBOF materiel movements as indicated:

- CONUS movement from a repair facility.
- Over-ocean by MSC or AMC.
- CONUS port handling by MTMC.
- Inter or intra-theater movement by AMC or MSC.

A2.3. MAJCOM or Base Funds. These funds pay for certain movements:

- CONUS movement of non-DBOF items returning to a repair facility.
- CONUS movement of any lateral support shipment not directed by the item manager, including that to an APOE/WPOE/CCP.
- CONUS movement including that to an APOE/WPOE/CCP of all shipments coded as ISU, DOR, or MSI in the document identifier of the DD Form 1348-1A.
- Overseas MAJCOM pays theater port handling of all non-DBOF materiel and non-IM directed DBOF shipments.
- Overseas MAJCOM pays for all inland materiel movements.
- Shipments made on a CBL.

NOTE: Immediately prior to the start of a fiscal year, HQ AFMC/FMR provides letters to each MAJCOM with funding information. MAJCOM addressees are asked to disseminate the memorandums to all subordinate activities in Transportation and Financial Management under their jurisdiction. These memos generally cover accounting classifications for Redistribution Orders/Reparable Returns, and accounting classifications for cargo shipments from Defense Logistics Agency Depots.

TRANSPORTATION FUNDING ACCOUNT CODE REFERENCE TABLE

★A3.1. Reference Table. LEGENDS:

** = Use the appropriate SDT TAC

= ALC (2 = OC, 3 = OO, 4 = SA, 5 = SM, 6 = WR)

★Note 1: The shipment of non-DBOF returns from a CONUS Air Force base to a CONUS repair facility is the funding responsibility of the owning CONUS MAJCOM. AFMC will fund CONUS inland transportation from AMC/MTMC ports on non-DBOF returns shipped from overseas bases to a CONUS repair facility.

Table A3.1. Reference Table.

	SDT Depot Issues/Return of Reparables/IM Directed RDO							
Shipment Origin					DBOF			Non-DBOF
				<i>GSD</i>	<i>MSD</i>	<i>RSD</i>	<i>SSD</i>	
Overseas (O/S):								
	O/S Inland Trnsp			CMD	CMD	CMD	CMD	CMD
	Over-ocean Port Handling			F7GS	CMD	FRS	FSS	CMD
	Over-ocean Trnsp			F7GS	F7MD	FRS	FSS	F8**
	CONUS Port Handling			F7GS	F7MD	FRS	FSS	F8**
	CONUS Inland Trnsp			F7GS	F7MD	FRS	FSS	F8**
BASE to Base/Depot/Contractor								
	CONUS Inland Trnsp			F7GS	F7MD	FRS	FSS	See Note 1
	CONUS Port Handling			F7GS	F7MD	FRS	FSS	F8**
	Over-ocean Trnsp			F7GS	F7MD	FRS	FSS	F8**
	O/S Port Handling			F7GS	CMD	FRS	FSS	CMD
	O/S Inland Trnsp			CMD	CMD	CMD	CMD	CMD
DEPOT to Base/Depot/Contractor								
	CONUS Inland Trnsp			DLA	F7MD	DLA	DLA	F8**
	CONUS Port Handling			DLA	F7MD	DLA	DLA	F8**
	Over-ocean Trnsp			DLA	F7MD	DLA	DLA	F8**
	O/S Port Handling			DLA	CMD	DLA	DLA	CMD
	O/S Inland Trnsp			CMD	CMD	CMD	CMD	CMD
CONTRACTOR to Base/Depot/Contractor								

	CONUS Inland Trnsp	F7GS	F7MD	FRS	FSS	F8**
	CONUS Port Handling	F7GS	F7MD	FRS	FSS	F8**
	Over-ocean Trnsp	F7GS	F7MD	FRS	FSS	F8**
	O/S Port Handling	F7GS	CMD	FRS	FSS	CMD
	O/S Inland Trnsp	CMD	CMD	CMD	CMD	CMD
	NON-DBOF FUNDED LATERAL SUPPORT OF DBOF ASSETS					
		(Non-Item Manager Directed)				
All Origins to All Destinations						
	CONUS Inland Trnsp	COMMAND/BASE O&M				
	O/S to CONUS Inland Trnsp	F7LS or ANG/F8EO				
	CONUS Port Handling	F7LS or ANG/F8EO				
	Over-ocean Trnsp	F7LS or ANG/F8EO				
	O/S Port Handling	O/S CMD				
	O/S Inland Trnsp	O/S CMD				
	BUDGET AND FUND CODE INFORMATION					
					BUDGET	FUND
					CODE	CODE
		<i>GSD = General Support Division</i>			9	6C, NS
		<i>MSD = Medical Support Division</i>			---	6B
		<i>RSD = Repairable Support Division</i>			8	64, 6E, FA, FR, GA, GR, HA, HR, LA, LR, PA, PR
		<i>SSD = System Support Division</i>			1	6H

★A3.2. **Non-DBOF Materiel.** SBSS identifies RDO shipments of Non-DBOF materiel and assigns the appropriate TAC. The logic below is used to determine the appropriate ATAC for GBL shipments. The following is a list of TACs and the corresponding ATAC for Non-DBOF materiel.

Legend: * = Insert last digit of FY; @ = Insert 2 for commercial air, or 3 for commercial surface.

PROJECT CODES	DESCRIPTION	TAC	ATAC
202	Creditable Dove	F8PT	F8PT* @0
277	NATO PPP	F8PC	F8PC* @R
445	Heavy Sword	F8XD	F8XD* @3
L86	Southwest Asia	F8PD	F8PD* @R
9BU/808	Desert Storm/AOR Support	F8PB	F8PB* @9
188/299	Communication Equipment	F8J0	F8J0* @C

FEDERAL STOCK CLASS (FSC)

1710, 1720, 1730, 3655, 4110, 4120, 4130, 4320, 4910, 4920, 4930, 4950, 6220, 6230	AGE-SA/ALC	F8HA	F8HA* @9
5411, 6105, 6110, 6116, 6120, 6125, 6130, 6150	AGE-SM/ALC	F8HB	F8HB* @9
2200, 3400, 4310, 4320, 4330, 5410	AGE-WR/ALC	F8HC	F8HC* @9
2840	Engines-SA/ALC	F8KA	F8KA* @9
2840	Engines-OC/ALC	F8KB	F8KB* @9
1410, 1420	TAMP	F8RT	F8RT* @9
1740, 2310, 2320, 2330, 2420, 3805, 3810, 3825, 3830, 3895, 3920, 3930, 3950, 4210	Vehicles	F8WR	F8WR* @C

1305, 1310, 1315, 1320, 1325, 1330, 1376, 1377	Air Munitions	F8UT	F8UT*@L
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5800 Thru 5895	Communications Equipment	F8J0	F8J0@C
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DoDAAC

FB6000 Thru FB6599	Air National Guard	F8E0	F8E0*@0
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ALL OTHERS

SDT Investment Item other than the Project Codes, FSC, or DoDAACs shown above.		F8RL	F8RL*@A
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TRANSPORTATION CONTROL NUMBER (TCN) AND REGISTER FOR NON-MILSTRIP SHIPMENTS

A4.1. Assign TCNs to Non-MILSTRIP Shipments. Place a record of the transaction into a TCN Register as follows:

- Date--Julian.
- TCN--A 17 digit Alpha-numeric code constructed according to MILSTAMP appendix C.
- Required Delivery Date (RDD). A calendar date that specifies when materiel is actually required to be delivered o the requisitioner and it is always a date that is earlier or later than the computed standard delivery date, i.e., a required delivery date cannot exactly equal a computed standard delivery date. RDD also refers to a code indicating the speed of transportation processing, e.g., 999, N--, E--, 777, 555, 444, or blank RDD.
- From--The activity offering the material for shipment.
- To--DoDAAC of the Consignee or the "in the clear" address of the recipient.
- Mode--Mode code taken from MILSTAMP.
- Remarks--Example name and phone number of person and activity directing or authorizing shipment.

A4.2. Example of TCN Register:

Julian Date	TCN Number Assigned	RDD	FROM	TO
7111	FB23007111X301XXX	777	AF Avionics Lab	FB2059

Wt	Cube	Mode	Remarks
85	4	B	Maj Joan Smith/AFAL/71234

RETROGRADE MOVEMENT TIME STANDARDS (IN CALENDAR DAYS)

A5.1. Air Force pipeline time standards for retrograde materiel movement. Improve upon them whenever physically and economically feasible.

<u>PROCESS</u>	<u>EXPEDITE</u> - 777 -					<u>ROUTINE</u> -Blank RDD-				
	<u>CONUS</u>	1	2	3	4	<u>CONUS</u>	1	2	3	4
A. Organization Processing	.5	.5	.5	.5	.5	2	2	2	2	2
B. Supply to Transportation	1	1	1	1	1	3	3	3	3	3
C. Transportation Processing & Packaging	1	1	1	1	1	7	7	7	7	7
D. Theater Intransit to POE	N/A	1	2	2	3	N/A	5	5	5	5
E. POE Processing	N/A	1	1	1	1	N/A	10	10	20	20
F. Intransit to CONUS POD	N/A	2	2	2	3	N/A	10	15	25	25
G. POD Processing	N/A	1	1	1	1	N/A	5	5	5	5
H. CONUS Intransit	4	4	4	4	4	11	11	11	11	11
I. Receipt Processing	.5	.5	.5	.5	.5	3	3	3	3	3
TOTAL:	7	12	13	13	15	26	56	61	81	81

DD FORM 1149 PREPARATION

DD Form 1149, **Requisition and Invoice/Shipping Document**. Use this form for non-MILSTRIP shipment processing and shipment planning worksheet.

- The shipper tenders non-MILSTRIP shipment requests to the TMO on a DD Form 1149. The shipper must provide written authority for movement when requested by transportation. The TMO may use the following as guidance in form preparation. The TMO may establish local procedures with large shippers.
- Block 1, shippers unit/office symbol and phone number.
- Block 2, address of consignee.
- Block 3, name and phone of consignee.
- Block 4, fund cite obligated for movement charges.
- Block 5, date shipment offered.
- Block 6, TCN.
- Block 7, RDD (Only if authorized).
- Block 8, priority based on RDD.
- Block 9, authority for shipment (Required for Express shipments).
- Block 10, signature of shipper authorizing the movement.
- Block 11a, printed name and title of signatory.
- Block 11b, printed unit and phone of signatory.
- Block 12, Date shipped.
- Block 13, Mode.
- Block 14, Bill of Lading number.
- Block 16, TAC/ATAC.
- Block 17, special handling code.
- Block 18, names of persons who received the shipment and who packed the shipment.
- Block b, National Stock Number (NSN) and nomenclature. If NSN is unavailable give complete description of the item. Include the security classification, and if the materiel is sensitive or protected. Completely identify shipments containing hazardous materiel identified and described in this block. Show hazardous materiel shipments on a form separate from non hazardous shipments.
- Block c, unit of issue.
- Block d, quantity.
- Block h, unit price.
- Distribution:
 - Original - Maintained by TMO.
 - Shippers copy.
 - Packing list.

**MODE, DIRECTIVE, AND CERTIFICATION REQUIREMENT FOR HAZARDOUS
CARGO MOVEMENT**

A7.1. Shipper Certification. International, federal, and military regulations require the shipper to certify that hazardous materials are properly classified, described, packaged, marked, and labeled, and are in proper condition for transportation. Depending on the mode or whether the shipment moves by commercial or by military transportation, the specific language may vary and specific forms may be prescribed. Shippers are reminded that when transporting hazardous waste, hazardous waste manifests are required as well as appropriate EPA generator and transporter identification numbers.

★A7.2. Applicable Regulations and Certification Requirements by Mode:

Mode	Governing Directive for Movement	Certification Requirements
Truck/Rail Commercial/Military	49 CFR 100-199 DTR AFMAN 91-201	Specific language prescribed. No specific form required. Certification must be included on the shipping papers.
Air Commercial Domestic	49 CFR 100-199 Tariff 6-D	Specific language prescribed. No specific form required. Certification must be included on the shipping papers.
Commercial Domestic	ICAO/IATA	Shipper's Declaration for Dangerous Goods.
Commercial International	ICAO/IATA	Shipper's Declaration for Dangerous Goods.
Military Air	AFJMAN 24-204	Shipper's Declaration for Dangerous Goods. Specific language prescribed on air manifest.
AMC Contract (including Cat-B Missions)	49 CFR 100-199 DOT Exemptions 573 & 9232, AFJMAN 24-204 (as authorized by the regulations and exemptions.	Shipper's Declaration for Dangerous Goods. Specific language prescribed on air manifest.
Water Commercial	IMDG Code	Specific language prescribed. No specific form required. Certification must be included on or with the shipping documents.
MSC owned or controlled	49 CFR 100-199	Specific language prescribed. No specific form required. Certification must be included on or with the shipping documents.

TRANSPORTATION SUPPORT OF CONTRACTING AND SHIPPING INSTRUCTIONS FOR VENDOR PREPAID SHIPMENTS

A8.1. Transportation and traffic management guidance pertaining to contract support is in numerous DoD, joint service, Air Force and civilian agency regulations and manuals. The most used are listed below:

- DoD 4500.32R, MILSTAMP.
- Defense Transportation Regulation (DTR).
- AFJMAN 24-204.
- Title 49, Code of Federal Regulation--Transportation.
- AFMAN 16-101, *International Affairs and Security Assistance Management*.
- FAR, Federal Acquisition Regulation. (Particularly Parts 42, 47 and 52)
- DoD FAR Supplement.
- Air Force FAR Supplement.

A8.2. Vendor Shipping Instructions. The TMO may include the following 3 paragraphs verbatim into shipping instructions of contractual instruments, including purchase orders, when FOB Origin, Contractor Prepaid transportation is contemplated. Methods of shipping include USPS and other commercial small package carriers, or any other carrier authorized use of commercial forms and procedures. FAR 42.1403; 42.1404; 47.1042(b); 47.303-17; 47.304-1; 47.305-3, 47.305-5, and FAR 52.247-1.

- Shipment's 0-70 pounds and within size limitations. Ship prepaid by the least costly surface small package service or the USPS. Any direct charge for prepaid cost will be listed as a separate item on the invoice for the supplies shipped. Submit a copy of the transportation or freight bill with the invoice for cost verification. Failure to provide a copy of the paid freight bill may result in the contractor not being fully reimbursed for freight charges. Contractors shall not divide quantities into small parcels of 0-70 pounds for the purpose of avoiding shipment by other modes of transportation. (FAR 42.1401-1[a]). Contractors shall not insure shipments at Government expense for the purpose of recovery in case of loss or damage, except where minimum insurance is required for the purpose of obtaining receipts at point of origin and upon delivery. (FAR 42.1404-1[d]).
- Shipment's 0-70 pounds NOT within size limitations, or shipments 71-999 pounds. Ship prepaid by surface and add as separate item to invoice. Prior to shipment, contact the Cognizant Transportation Officer (CTO) (insert office and telephone number here) to obtain names of low-cost carriers. Provide the number of packages, dimensions, gross weight, and any special handling requirements to the CTO at this time. Annotate the bill of lading "Transportation under this tender is for the U.S. Department of Defense, and the actual total transportation charges paid to the carrier(s) by the consignor or consignee are assignable to, and are to be reimbursed by the Government." Also, describe the freight on the bill of lading as NMFC 999912 or NMFC 999913 "Freight All Kinds." The CTO will provide the carrier's tender number for annotation on the bill of lading. Provide a copy of the paid freight bill with the invoice. Failure to properly annotate the bill of lading, failure to use low-cost carrier provided or approved by the CTO, and failure to provide a copy of the paid freight bill may result in the contractor not being fully reimbursed for freight charges.
- Shipment's 1,000 pounds or more. Ship by surface on a Government Bill of Lading. Do not make shipment without contacting the CTO (insert the office and telephone number here) at least 5 workdays prior to movement on less-than-truckload quantities (under 10,000 pounds) and 14 days prior to shipment on truckload quantities (10,000 pounds or more). When using telephone coordination, the contractor must provide the following information: number of pieces, dimensions, weight per piece, hazardous content information, other information affecting the shipment, and date available for shipment. Upon request, contractors must submit a DD Form 1659, **Application for U.S. Government Bill(s) of Lading, to the CTO.**

TRACING PROCEDURES

A9.1. TMOs may use the tracing process to determine the status or location of shipments which have been delayed, misplaced, or upgraded in priority. Do not initiate tracer action until supply provides positive notification that the shipment has been released for movement to the consignee, and that normal transit time has expired and undue delay has occurred. Initiate tracer action as follows:

- Shipments within CONUS:
 - TP-1 (*Expedite*) 999/NMCS/MICAP, normally not prior to 3 days after shipped date.
 - TP-2 (*Expedite*), not prior to 7 days after shipped date, and not later than 30 days after shipped date.
 - TP-3 (*Routine*), not prior to 15 days after shipped date, and not later than 90 days after shipped date.
- Shipments from CONUS to overseas:
 - TP-1 (*Expedite*) 999/NMCS/MICAP, normally not prior to 4 days after shipped date.
 - TP-2 (*Expedite*), not prior to 12 days after shipped date, and not later than 45 days after shipped date.
 - TP-3 (*Routine*), not prior to 30 days after shipped date, and not later than 120 days after shipped date.

★A9.2. Tracer Action Required (TAR) Listing. Compare entries against the property received files. Annotate each entry after review.

- If received, show date received.
- If not received, show "TMO Tracing," then trace the shipment through the carrier, or with the consignor if known. Send tracer action requests to the item manager when the consignor can't be identified.
- If TMO information differs with that shown on the TAR, circle the outdated transportation data and enter updated status.
- Attach a copy of the SF 361, **Transportation Discrepancy Report (TDR)**, or tracing message, to the TAR and annotate "SF361/Message attached." (Preparation and distribution of SF 361 is made according to AFJI 24-228 (AFR 75-18).
- If the majority of line items are repeats from the previous TAR, annotate "Previously Researched by TMO, Supply Records Maintenance Action Required", and return the TAR to supply for action.
- The annotation "TM1 action required", requires base supply to submit a request for transportation status on overseas follow-ups, through the Defense Automated Addressing System (DAAS) to the Air Force Shipper Service Control Office (SSCO), AFMC LSO/LOTA, for tracing action. The SSCO maintains the Enhanced Transportation Automated Data System (ETADS) which contains shipment data on all Air Force sponsored shipments moving via the DTS to overseas Air Force activities.

A9.3. Delinquent shipment listing or R40 procedures. Compare entries against the property shipped files. Annotate each entry after review.

- If the item has been shipped, enter the mode, TCN, date shipped, hold code, etc., Alternatively, simply attach a copy of the shipment planning worksheet.
- Enter Julian date shipment was made if confident of the date although unable to provide hold data or TCN/GBL.
- Enter "no record of receipt from supply" if there is no record of the item being received from supply.
- Line out those entries for which movement data was previously submitted.

A9.4. TMO is to return the completed TAR listing and R40 to supply within 5 workdays after receipt.

A9.5. The Air Force SSCO processes tracer requests as follows:

- Match the tracer TCN against data files and status listings.
- If there is no record of shipment, respond to requesting activity with a TMA and to the shipping activity with a TM1.
- If there is only a record of the ATCMD, then send a TMA to the requesting activity and a TM1 to shipper and POE.
- If there is a record of POE receipt, but no lift data, then send a TMA to requesting activity and TM1 to POE.
- If there is a record of POE receipt and lift data, then send a TMA to requesting activity.

A9.6. If the TMO shipped by a commercial carrier, trace directly with that carrier.